



MEMORANDUM

JOB VACANCY NOTICE

Posting Date:	October 31, 2014	Closing Date:	Until Filled
State Job Title:	Accountant IV	FLSA Status:	Non-Exempt
Agency Job Title:	Accountant	Location:	Austin, TX
Salary Range	\$45,000 - \$60,000	Type of Job:	Full Time
Contact Person:	John Brown, Chief Deputy Clerk, P. O. Box 12308, Capitol Station, Austin, Texas 78711, 512-463-1551		
Job Description:	See attached description.		

There is a vacancy in the Court of Criminal Appeals for the position of Accountant.

A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should send a letter and a State employment job application form to the office of Abel Acosta, Clerk of the Court, Court of Criminal Appeals, Box 12308, Capitol Station, Austin, Texas 78711. A State Employment Application Form can be found at our website. (<http://www.txcourts.gov/cca>)

Personal interviews will be conducted only upon invitation by the Court.

ACCOUNTANT IV

GENERAL DESCRIPTION

This position involves a variety of moderately complex accounting work.

Work involves preparing financial statements, records, documents, and reports; preparation of payroll and leave accounting; recording and reporting of financial transactions; maintaining and reconciling ledgers and accounts; examining accounting transactions to ensure accuracy; correcting financial records and reports as necessary; and making appropriate entries into the Uniform Statewide Accounting System (USAS) and Uniform Statewide Payroll System (USPS).

EXAMPLES OF WORK PERFORMED

Prepares financial statements, reports, and schedules,; prepares and audits general journal entries; and prepares and audits payment, cash, purchase, travel, and related vouchers.

Prepares periodic analyses of fund balances and expenditures; and prepares technical reports on payroll, estimates, cost data, and budget items.

Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.

Classifies, codes, posts, and balances financial and accounting documents and records.

Maintains and determines the accuracy and reliability of agency accounting records, such as expenditure, fund, appropriation, expense and revenue collection records, and ensures agency assets are accounted for properly.

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as revenue collected and deposited.

Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs.

Prepares the Operating Budget, Legislative Appropriation Request, and assists in preparation of the Annual Financial Report.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from high school or an accredited four-year college. Experience and education may be substituted for one another.

PREFERRED QUALIFICATIONS

Three years of Uniform Statewide Accounting System (USAS)
and Uniform Statewide Payroll System (USPS) experience